

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 26 June 1952

FROM :

SUBJECT: Weekly Report 19 - 26 June 1952

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1. This week we began our double scheduling of the two-week training block at [] This will permit entry to the courses every week. It also implies a too-tight program for all staff for the two or three week period involved before a new staff member will probably be on board.

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2. [] and I interviewed people and examined folders of applicants who might be considered for the clerical training instructor to head up the Clerical Orientation and eventually w into my present job.

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3. [] and I had a conference with [] of OCD in regard to their system of filing all documents. We also had a meeting with [] Chief of the Records Management Branch, to clarify what the status is of an Agency-wide filing system. From the meeting with [] we begin to feel that [] can better serve the people with filing requests by meeting with the people in a specific office. The needs vary so from one office to another -- let alone one division to another -- that one general class cannot cover all the problems.

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4. We had a meeting with [] office to determine the best machine to use for recording phone conversations to be used in class for analysis and criticism. This was prompted partially by a call from OSO for a class in Office Protocol for some girls now on board in the Agency.

5. On Friday I hope to spend the day at [] visiting classes, checking evaluation sheets, talking over problems with

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25 YEAR RE-REVIEW